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Annual publication 7

26-47

**POLICY
AND
GUIDE
ON
CANADIAN GOVERNMENT PUBLISHING**



TREASURY BOARD, OTTAWA, CANADA

April, 1967



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POLICY AND GUIDE ON CANADIAN GOVERNMENT PUBLISHING

Approved by the Treasury Board at its meeting of 6 April 1967

T.B. 667239

Previous authorities cancelled by or embodied in this Policy:

- Cabinet Directive of 11 September 1947
- P.C. 1/247 of 17 January 1951
- T.B. Circular Letter of 16 June 1952 – T.B. 424405
- T.B. Circular Letter 1953–10
- T.B. Circular Letter 1954–14
- T.B. Circular Letter 1954–26
- T.B. Minute 448008–1 of 17 December 1954
- T.B. Circular Letter of 6 April 1955 – T.B. 477983
- T.B. Minute 490077–1 of 9 November 1955
- P.P.&S. Circular 1959–3
- T.B. Circular Letter 1959–23
- P.P.&S. Circular 1960–10

LIST OF ABBREVIATIONS

TB	Treasury Board
PC	Privy Council
PP&S	Public Printing & Stationery
IACGP	Interdepartmental Advisory Committee on Government Publications
CGPB	Canadian Government Printing Bureau
QP	Queen's Printer
NRC	National Research Council
DPO	Departmental Publications Officer
GCR	Government Contract Regulations

PREFACE

This Policy and Guide has been prepared by a Treasury Board study group established to assess, in the light of present-day requirements, current regulations concerning government publishing, to propose improvements. The group was drawn from the staffs of three departments with large and complex publishing programs, from Treasury Board Secretariat and the Department of Public Printing and Stationery (PP&S). Many other authorities, including government information heads, were consulted at various stages in its preparation.

The terms of reference were:

- (1) to develop firm publishing policies that would at the same time give government departments more freedom and flexibility;
- (2) to produce a practical interpretation of these policies in the form of useful standards, procedures and guidelines; and
- (3) to provide editors, information officers and others involved in government publishing with the basis for well-planned, well-executed publishing programs.

In the course of its studies the group considered many directives found in circular letters and elsewhere. It adopted some, discarded others and, generally speaking, proposed vesting departments with considerably more authority.

The document is divided into two sections: one containing policy, approved by Treasury Board as T.B. 667239 dated, 6 April 1967 and the second containing standards and procedures based essentially on sound publishing practice. As both sections follow the same pattern of organization, it should be relatively simple to discover related material within either policy or guideline groupings.

Because government publishing needs and, indeed, publishing practices themselves are constantly changing, the Treasury Board has provided for the continual review of the policy section and both review and revision of the guidelines section on a regular basis, by the Interdepartmental Advisory Committee on Government Publishing (IACGP). (See Appendix B.)

The members of the study group were:

Mr. G.B.C. Fenton, Chairman

Treasury Board

Miss O.M. Hill

Department of Trade
and Commerce

Mr. H.R. Manery

Department of Agriculture

Mr. J.W. MacLeod	Department of Mines and Technical Surveys
Mr. D.A. Shenstone	Department of Public Printing and Stationery
Mr. C.A. St. Arnaud	
Mr. O.R. Hebert	
Miss C.M. Hummel, Secretary	Department of Agriculture

Grateful acknowledgement is made to the many departmental officials who, by their constructive suggestions, helped in the preparation of the guide. Special thanks are due to Mr. J.D. Shaw (PP&S) who served as technical advisor to the team, and to the Management Analysis Division of the Public Service Commission for making available a report on graphic arts.

One of the recommendations of the Royal Commission on Government Organization (Glassco) stated that the publishing and printing functions of PP&S should be separated; the former should be assigned to a "Queen's Publisher" and the latter to a Canadian Government Printing Bureau (CGPB). Part of this recommendation has been implemented, inasmuch as the CGPB has been transferred to the Department of Defence Production. The change in title has not yet been effected. For the purposes of this Policy and Guide, the designation "QP" will mean the Queen's Printer in his present role as publisher of Canadian government publications.

The Glassco Report also pointed out the extent to which the QP had developed a central repository of expertise in the publishing field. This means that departments should avail themselves of the QP's assistance.

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SECTION I

POLICY

DEFINITIONS

For the purposes of this Policy and Guide, the following definitions shall apply:

Department

1. The staffs of the Senate, the House of Commons and the Library of Parliament; any department or agency of the Government of Canada that is subject to the provisions of the Financial Administration Act, Schedules A and B*; any other division or branch of the public service of Canada designated a department by the Governor in Council for the purposes of that Act, including a commission appointed under the Inquiries Act. (See Appendix A.)

Note: Within this guide, the QP is considered a department when it initiates a publication.

Publishing

2. The whole process of selecting and editing material and arranging for its printing, promotion and distribution.

Editing

3. That part of the publishing process concerned with reviewing and preparing manuscripts for publication. This process comprises three phases: general editing, copy editing and production editing and may include setting editorial policy, guiding authors, reviewing manuscripts from the literary viewpoint and providing instructions to the printer. (See Glossary for a more detailed definition).

Printing

4. (a) Composition by typesetting or by any substitute method used for reproduction.
(b) Any process of reproduction such as letterpress, photo-offset, lithography, gravure (including steel engraving), embossing and duplicating on office-type machines; or a silk screen process used as a substitute for any of the above.
(c) Any bindery operation.

Publication

5. Any printed material issued by a department except:
(a) business forms, which include any documents with blank spaces for the insertion of information, used to secure or convey data, either within the government or from

*The National Research Act specifically assigns to the National Research Council the right to publish its own materials, and while NRC is encouraged to make use of the facilities of the QP, it is not required to do so.

the public, such as letterheads, envelopes, tags, labels, ledger sheets, graph paper, file folders, punch cards, questionnaires, specialty forms and the like;

(b) administrative instructions, reports and other material for the internal use of a department; or issued by central agencies to the departments;

(c) Blue-printing and photocopying;

(d) complimentary, visiting and business cards, special letterheads, invitations, and the like, however they may be produced;

(e) press releases, clip-sheets, speeches and other printed matter produced for the use of news media;

(f) items such as excise, postage and unemployment insurance stamps, postal notes, money orders and bonds;

(g) maps and charts printed by the Department of Energy, Mines and Resources and the Department of National Defence;

(h) catalogues produced by the National Gallery for use at exhibitions of fine art;

(i) library bindings;

(j) correspondence;

(k) engineering orders and manuals of instruction used by the Department of National Defence.

Departments may, if they wish, avail themselves of the QP's services to publish items included in the above list of exceptions, unless such action is contrary to existing legislation or other regulation.

RESPONSIBILITIES

6. Departments are responsible for:

(a) writing and editing material and ensuring that each publication is justified by departmental policy or program;

(b) providing in estimates submissions to the Treasury Board a general description of the publishing aspects of each departmental program and the estimated printing cost to the department;

(c) assigning the responsibility for administering the publication programs to an officer to be known as the departmental publications officer (DPO)* who shall:

(i) review, appraise and implement all proposals for the production of departmental publications and bring to the attention of the relevant departmental program managers any deviation from government policies, standards and procedures; and

(ii) maintain liaison between his department, the QP and the Treasury Board Staff on:

— departmental publication programs, and

— proposed exceptions to, changes in, or requests for interpretation of, the policies, standards and procedures in this Policy and Guide;

(d) planning the preparation and distribution of publications in accordance with the policies, standards and procedures in this guide;

* In most departments and agencies the DPO will be the head of the Information Services function or someone designated by him. In large departments, the assignment of more than one DPO should be considered.

- (e) submitting, on request, reports on any publication program, including graphic arts, for the guidance of the Treasury Board;
- (f) establishing, where justified by program demands, a centralized departmental artwork section, staffed to meet normal workloads and requests for artwork;
- (g) administering contracts and standing offer agreements with suppliers of artwork and graphic arts services*; and
- (h) providing, on request, a DPO to serve on the Interdepartmental Advisory Committee on Government Publishing (IACGP).

7. The QP is responsible for:

- (a) accepting for production as a publication any manuscript** submitted by a department;
- (b) promoting and assisting in the development of standards of printing quality for publications;
- (c) selling and promoting Canadian government publications in Canada and abroad, either directly or through agents (he may delegate this responsibility to departments); and negotiating contracts, subject to Government Contract Regulations (GCR), for the sale and/or distribution of Canadian government publications;
- (d) arranging for free distribution of publications as required by statute or executive order;
- (e) protecting and administering the copyright of government publications;
- (f) providing departments and the Treasury Board, on request, with advice and service in matters relating to artwork, print design**, and distribution;
- (g) providing departments and the general public, on request, with information as to the title, subject, price, availability and date of issue of any government publication;
- (h) maintaining a directory of competent artists, illustrators, print design studios, graphic arts studios and typography consultants, including the CGPB; and listing information on the specialties of each, to assist departments in the selection of such services;
- (i) entering into and administering contracts and standing offer agreements with suppliers of printing and distribution services; and entering into contracts and standing offer agreements with suppliers of artwork and graphic arts services;
- (j) requiring that a record of the cost and details of all work done under standing offer agreements be provided by suppliers;
- (k) providing a representative to serve on the IACGP; and
- (l) submitting reports to the Treasury Board on request.

8. Treasury Board Staff is responsible for:

- (a) the interpretation, implementation and arranging for revision of the policies, standards, guidelines and procedures in this Policy and Guide; and
- (b) arranging for reviews of government publishing practices.

9. The Interdepartmental Advisory Committee on Government Publishing (IACGP) is responsible for:

- (a) considering any matter referred to it concerning policies, standards, guidelines and procedures in this document; and

*See Glossary for definitions of artwork and graphic arts.

**See Glossary for definition of manuscript and print design.

(b) making recommendations to Treasury Board regarding the policies, standards, guidelines and procedures in this document. (See Appendix B)

PLANNING

Editing

10. Before a manuscript is presented to the QP for printing and/or distribution, the DPO - shall ensure that all material is thoroughly edited.

Security

11. Before classified material is published or distributed, the DPO shall consult with the departmental security officer and the QP about special procedures to be followed.

Translation

12. (a) Translation is to be at source. Departments are to consult the Translation Bureau to obtain their services for all translations but may, with the concurrence of the Bureau, contract for any needed translations. (See Section II article 4)

(b) Originating departments are responsible for the final text of their publications in the original language and in the translation.

PRICING FOR SALE

Establishment of Price

13. Selling prices shall be established by the QP in consultation with originating departments no later than the first page proof stage. (See para 14, below)

List Price

14. List prices shall be calculated on the following bases:

(a) the list of price of a publication shall be three times the variable cost per copy but, to allow for variations in content, format and print design, up to 20 per cent may be added to or deducted from this figure (See paras. 19-22.)

(b) when calculating the list price of a periodical or other serial publications, the variable cost shall be based on the production of a year's issue.

Discounts from List Price

15. The following discounts from list price shall apply:

(a) federal government departments and agencies - 40% (See also para 23.);

(b) independent retailers - 40%;

(c) for orders of 1000 copies or more - 50%;

(d) for periodicals - 30% off single issue price for one-year subscription; 50% off single issue price for subscriptions for three or more years;

(e) public libraries, schools and school boards, and universities - 33 1/3% on orders of 5 copies or more assorted books; 25% on fewer than five copies;

(f) for international organizations publications - 25% to independent retailers; and

(g) in cases where exclusive distribution contracts for sales abroad are negotiated, a special scale of discounts may be granted.

Price Reviews

16. To allow the Treasury Board to review the pricing formula annually, the QP shall make available an annual profit-and-loss report covering every publication offered for sale. This report shall be broken down by department and shall show the total cost of, and total and net income or loss on, each publication. Copies of the QP report shall be sent to DPO's.
17. Where a publication is sold by the QP and also by another department acting as sales agent, it shall be sold at the same price from both sources.
18. The price of a publication in translation shall be the same as for the original language edition, unless there is a substantial difference between the formats of the two versions.

COST-SHARING FORMULA

Fixed Cost

19. The fixed cost of producing publications shall be borne by the originating department. It covers preparation of text, artwork, print design, preparation of negatives and plates, typesetting, engraving, make-up and make-ready. (See also Section II article 14).

Variable Cost

20. The variable cost of printing copies for sale shall be borne by the QP. It covers press run, binding and materials.
21. The variable cost of printing copies for free distribution by an originating department shall be borne by that department.
22. The variable cost of producing copies for QP free distribution (see paras. 66 and 67) shall be borne by the QP if the publication is for sale and by the originating department, if it is printed for free distribution only. See Section II, article 31, for additional costs for promotional purposes.

Cost to Departments other than the Originating Department

23. Where departments other than the originating department wish to share in the press run of a publication, they shall bear the variable cost of any copies ordered in time to be entered on the publishing requisition. Otherwise they shall be charged the list price per copy less applicable discounts.

Reprints and Revisions

24. The QP shall bear the full cost of reprinting any publication for sale.
25. When a department revises a publication, it shall be charged with any fixed costs incurred because of the revision.

Cost of Publications Originated by Non-Government Organizations and Persons Receiving Government Grants-in-Aid.

26. A department may not charge to public funds publishing costs incurred on behalf of any organization or person outside the government, unless a parliamentary appropriation has been specifically provided or clearly intended for that purpose; or unless

arrangements have been made to share publishing costs and the extent and amount of the Crown's share are clearly identified. The name of the department shall appear as co-sponsor on the resulting publication.

27. If Parliament approves, by means of specific appropriations, grants-in-aid or other forms of financial assistance to organizations and persons outside the Government of Canada and, if such grants-in-aid provide for the preparation and publishing of reports or other documents for the Government of Canada, the QP shall be offered prior rights to publish and distribute for sale any material so produced.
28. In determining the shares of publishing costs to be apportioned to the beneficiary of a grant-in-aid and the QP respectively, the cost-sharing formula prescribed in this policy shall be used and the beneficiary shall be treated as a department.

PROCUREMENT AND FOLLOW-UP

Cost Estimating and Number of Free Copies

29. Within two weeks of receipt of a request for cost estimates, the QP shall provide the originating department with:
 - (a) estimates of variable costs and of any fixed costs to be incurred by the QP on behalf of the department; and
 - (b) for publications to be distributed free of charge only, the number of copies desired for QP free distribution. (See paras. 63 and 64)

Second and Subsequent Editions

30. As with the first editions, departments shall bear the complete cost of second and subsequent editions of publications for free distribution only. The QP shall bear the variable cost of second and subsequent editions for sale.

Requisitionning

31. The QP shall requisition:
 - (a) all copies of a publication to be offered for sale; and
 - (b) the copies required for QP free distribution, when a publication is printed for sale.
32. Packaging and labelling shall be at the discretion of the QP, unless a department specifies otherwise on the publishing requisition and undertakes to pay any difference in cost.
33. Publishing requisitions shall show estimates of cost and shall be submitted on a form prescribed for this purpose by the QP.
34. The originating department shall specify on the requisition:
 - (a) the format required;
 - (b) the estimated fixed cost of the publication;
 - (c) the number and estimated variable cost of copies to be distributed free by the department;
 - (d) for a publication not for sale, the number and estimated variable cost of the copies required for QP free distribution;

- (e) the required delivery date;
- (f) whether the publication is to be tabled in Parliament; and
- (g) any restriction on release date.

Copies Required by Collaborating Departments

35. The originating department shall ascertain what other departments are interested in sharing in the original run of a publication and shall list these departments and their requirements on the publishing requisition.

Printing

- 36. The QP is responsible, subject to GCR, for inviting tenders and for awarding contracts, including standing offer agreements, for the printing of government publications as defined herein.
- 37. The QP shall advise the originating department whenever the tendered cost of printing is likely to exceed by 10 per cent or more the amount authorized on a requisition.
- 38. The QP shall award a contract as soon as possible and not more than four weeks after receiving a publishing requisition accompanied by a complete manuscript with either all relevant tables and illustrations or the number and size of the tables and illustrations clearly indicated.
- 39. The QP is responsible for ensuring that work done under contract is produced to the originating department's satisfaction.

Direct Communication between Originating Departments and Suppliers

- 40. After a production contract has been entered into between the QP and a supplier of artwork, typography, printing or other services, the QP shall permit a department to communicate directly with the supplier but only to make minor clarifications of manuscripts and sketches, to correct supplier's mistakes, and to approve proofs; provided always that the terms of the contract, including scheduling, specifications and monetary value, are in no way modified thereby. If a department wishes to propose any other change that might affect the specifications, schedule or monetary value of a contract, the QP must be consulted.

Only the QP has the authority to alter a contract.

Artwork and Graphic Arts Services

- 41. The QP is responsible, subject to GCR, for inviting tenders and for awarding contracts, including standing offer agreements, for artwork and graphic arts services.

Standards

- 42. The QP is responsible for ensuring that contracts are awarded only to suppliers, including CGPB, whose work meets standards acceptable to the QP and departments.

Overtime – Production Scheduling

- 43. Departments shall be responsible for:
 - (a) submitting properly edited manuscripts in sufficient time to allow for production without the need for overtime; and

(b) ensuring that authors check proofs and return them within the time allotted in schedules.

44. The department is responsible for authorizing overtime and bearing the cost, if the production and delivery schedules are in danger of not being met, owing to a failure on the part of the department to meet its commitments to the QP.

45. If the delay is caused by failure on the part of the QP to provide estimates to the originating department or to process requisitions according to a mutually agreed schedule, the QP shall pay for any overtime required to meet the delivery date stated on the requisition.

Reprinting

46. When a department decides to revise a publication for sale, it should so inform the QP immediately.

Storage of Standing Type

47. The cost of storing standing type shall be borne by the department requesting that the type be stored.

Paying Invoices

48. The QP is responsible for paying suppliers' invoices if:

- (a) satisfied that the terms of the printing contract have been met;
- (b) assurance has been received from the DPO that the work has been completed and that the quality of the product is satisfactory; and
- (c) all printing components have been returned.

DISTRIBUTION

Authority for Release

49. The department shall be responsible for the release of its publications, and shall indicate on the publishing requisitions if they are to be released immediately on completion or if written authorization will be required. Where a publication is produced in two languages, the department shall inform the QP if both editions are to be released simultaneously.

50. If a publication is to be tabled in Parliament, general distribution shall be withheld until the QP has received an official release in writing from the department or has evidence that the publication has been tabled in Parliament.

Distribution by Departments

51. Departments shall not carry out either advance or private distribution of any of their saleable publications prior to stock becoming available for distribution by the QP.

Sales

52. The QP shall be responsible for the sale of all government publications in Canada and abroad and for negotiating sales and distribution contracts. When a periodical is to be offered for sale, the QP is responsible for requisitioning copies for sale and for QP free distribution. Departments are responsible for requisitioning copies for their own free distribution. (See paras. 31 and 34)

53. When a periodical is to be distributed free of charge only, the originating department is responsible for ascertaining the number of copies required for QP free distribution. (See para. 34.)
54. The QP shall establish and maintain QP Book Shops but only with the approval of the Treasury Board.

Sales Promotion

55. The QP shall bear promotion costs, except as provided in para. 56, below.
56. A department may give a publication more promotion than that considered necessary by the QP, but shall so notify the QP and bear the additional cost. All special packaging, handling or shipping charges incurred at the department's request, shall be charged to it. If a publication is shipped outside Canada, the United States, or Mexico, surface postage shall be charged at a flat rate, as the Post Office Department stipulates.
57. Departments shall not, without first consulting the QP, issue promotional material in any form to give the date of availability of new or revised titles.

Proceeds from Sales

58. Proceeds from the sale of all publications shall be deposited to the credit of the Receiver General of Canada (Department of Public Printing and Stationery).

Inventory Records

59. The QP shall on request supply each department with an inventory record of QP stocks of departmental publications available for sale. The QP shall also on request supply monthly inventory records to departments showing, for each publication, the date of printing, the quantities printed for sale and the number of copies sold.
60. Departments that have agreed to act as agents for the sale of publications shall provide the QP with a quarterly statement of proceeds from the sale of each publication and of stocks on hand. They shall notify the QP of stocks surplus to requirements.

Distribution Instructions

61. Whenever a department wishes to use the mailing facilities of the QP to distribute a publication, it shall specify the number of copies to be consigned to the QP, indicate method and details of delivery or distribution on departmental requisition, and be charged for any special packaging, handling and shipping costs.
62. The QP shall forward to the originating department information copies of all contracts and delivery schedules.

QP Free Distribution*

Classification, Checklist and Catalogues

63. The QP shall classify and assign catalogue numbers to all government publications, except publications of those departments that already have, or wish to initiate, their own publications cataloguing system.

*When a publication is for sale, the QP is responsible for requisitioning copies to meet these obligations; when it is not for sale, departments shall supply the QP with the quantities required. (See paras. 31 and 34)

64. The QP shall issue a daily checklist of all publications, except periodicals, to persons and organizations covered by paras. 66 and 67, with any limitations provided for in Section II, article 32⁽¹⁾. (The distribution of the daily checklist, itself, need not be limited to recipients listed in paras. 66 and 67.) He shall also publish monthly and annual catalogues of government publications.
65. At the request and expense of a department, the QP shall publish catalogues of the publications of that department separately from the daily checklist. This shall not preclude issuance by departments of supplemental lists of publications if justified by program necessity.

Automatic List

66. The QP shall distribute, without charge, the following copies of each publication listed in daily checklists:
 - (a) five copies to the Library of Parliament;
 - (b) two copies to the National Library; and
 - (c) one copy in English or French or both, as desired, to libraries in Canada or abroad that are designated as "full depository" by the QP on the advice of the National Librarian.

Selective List

67. The QP shall send, without charge, one copy of each publication listed in daily checklists to the following persons and institutions, provided requests are made on the checklist and within 30 days of the date of issue of the checklist:
 - (a) the Governor General;
 - (b) Lieutenant Governors of the provinces;
 - (c) Senators and Members of the Parliament of Canada;
 - (d) Ministers of the Government of Canada and their Parliamentary Secretaries;
 - (e) Cabinet Ministers of provincial governments;
 - (f) departmental libraries of the Government of Canada;
 - (g) central libraries of provincial legislatures;
 - (h) municipal public libraries of Canada;
 - (i) libraries of foreign countries as recommended by the National Librarian and the Department of External Affairs;
 - (j) libraries of institutions of higher learning above the secondary school level;
 - (k) headquarters of political parties with representation in the House of Commons, Ottawa, federal and provincial leaders of official oppositions, and designated representatives of party caucuses of provincial legislatures;
 - (l) heads of missions of foreign countries in Canada;
 - (m) the Press Gallery, House of Commons, Ottawa, daily newspapers and a list of selected weeklies, privately-owned radio and television stations;
 - (n) educational, social or political organizations of international character or other public institutions in foreign countries, as may be recommended by the Department of External Affairs; and
 - (o) members of the Interdepartmental Advisory Committee on Government Publishing.

Disposal of Surplus Stocks of Publications for Sale

68. Before surplus stocks of a publication for sale may be destroyed or otherwise disposed of, the QP shall convene a Board of Condemnation on which the originating department shall be represented. (See Section II, article 34)

SPECIAL PUBLICATIONS

Administrative Consolidations (Office) Publishing Procedure

69. Administrative consolidations shall be published only with the approval of the Department of Justice.

Annual Reports

70. They shall be given free distribution only.

GUIDELINES

1. Purposes of Government Publications

Government publications are a means of promoting the effectiveness of departmental policies and programs by:

- (a) enlisting public co-operation for these policies and programs, or assisting the administration of statutes and regulations;
- (b) encouraging immigration and tourism;
- (c) making available abroad information on Canada and Canada's role in world affairs;
- (d) promoting the use of Canadian products and services at home and abroad;
- (e) disseminating the results of technical, scientific, economic, statistical or historical studies; and
- (f) providing information to the public in answer to requests, in order to protect health and welfare, to assist in education or training and to meet emergencies.

2. Pre-publication Checklist

Before preparing material for publication, departments should answer these questions:

- (a) Will the publication promote one or more of the purposes of government publishing set forth in article 1 above?
- (b) Has the information already been published by the Government of Canada, a provincial government, the government of another country, an international organization, another department, industry or a private person? If so, is there justification for re-publishing?
- (c) Is the public, to which the publication is directed, sufficiently large or significant enough to warrant publication?
- (d) Could the information be conveyed better through other media such as radio, television or films?
- (e) Are funds available?
- (f) Can it be added as supplementary material in the revision of an existing publication?

3. Planning

As soon as a rough outline or table of contents of any proposed publication has been drafted, departmental program managers should advise the DPO so that he can provide the assistance called for under the department's share of responsibilities. (See Section I, para. 6) To provide for production scheduling, the DPO should communicate with a repre-

sentative of the QP at the pre-edit stage of a manuscript (i.e., when the author has completed the manuscript but before it is edited) to:

- (a) give the proposed title, theme and length of the publication, the expected completion date for the manuscript and the names of any other collaborating departments;
- (b) discuss a tentative format;
- (c) discuss the plan for distribution to make most effective use of high-speed machines, if required;
- (d) decide whether the publication should be sold or distributed free or both; and
- (e) plan any sales promotion program, including pre-publication progress bulletins, as required.

4. Translation (See also Section I, para. 12)

If translation is required, the DPO should first consult the Translation Bureau.

- (a) If the bureau can accept the task, the department should make one officer responsible for scheduling the translation in consultation with the appropriate translator.
- (b) To prevent delays in the translation, the manuscript of each chapter, as it is completed in the original language, should be submitted to the translator concerned.

For highly technical or scientific publications, a department may enter into a contract with a person of acknowledged authority in the field, outside the federal government, but only in accordance with the provisions of para. 12.

5. Copyright*

All material published by the QP for the Government of Canada is covered by a copyright. Therefore a notice of copyright should appear in every publication.

If material whose copyright is held by a private source is used with permission in a government publication, the ownership of the copyright should be clearly stated in that publication. The QP may, with the agreement of the department concerned, permit agencies outside the government to use artwork, text, negatives, plates or dies for the reproduction of a government publication in whole or in part. A charge may be made for the use of such material to recover costs or protect copyright.

6. Advertising

At the discretion of originating departments, advertising may be carried in Canadian government publications.

7. Credit and Courtesy Lines

Credit and courtesy lines are permissible.

8. Identification of Publications

The following information should appear in every publication:

- (a) title of publication;
- (b) name of originating department;
- (c) name of author or authors;**

*For employee's rights as an author see Appendix C

**This does not apply to such publications as catalogues and miscellaneous public information folders, pamphlets and the like. When a number of persons have collaborated and their separate contributions cannot be easily identified, the naming of authors should be avoided.

- (d) place and date of publication;
- (e) selling price per copy, if any;
- (f) for periodicals or bulletins that are part of a series, a number identifying the publication as part of that series (the numbering should be consecutive by date of issue);
- (g) for a classified publication, the security classification recommended by the departmental security officer, and in the manner prescribed by departmental regulations;
- (h) if considered desirable, the arms of Canada, or the shield surmounted by St. Edward's Crown, which must be placed in a position above all other matter on the page;
- (i) QP imprint;
- (j) QP catalogue number;
- (k) copyright notice;
- (l) on a revised edition or revision of material previously published in a series, a new series number assigned specifically to the revised edition and a note: "Revision of Number ---";
- (m) for an advance edition, clear identification to distinguish it from the permanent or definitive edition;
- (n) requisition number of originating department;
- (o) for publications to be distributed free, the address to which requests for copies should be sent;
- (p) for publications to be sold, a brief statement that they may be obtained from the QP or the department concerned or both if the department is acting as the QP's sales agent;
- (q) the words "Printed in Canada";
- (r) where a publication is to be sold in the United States, application should be made for a Library of Congress catalogue number and copies shipped to the United States should be imprinted with this number and/or with "Published or distributed simultaneously in the USA by X Publishing Company"; and
- (s) the spine of all side-stitched and hard-bound books should carry the title of the book, the author, originating department and the QP imprint, if it can be satisfactorily contained within the available space.

Neither the Minister of the originating department nor any official, except the author, should be identified by name on the cover or the title page of publication, other than periodicals or reports.

LAYOUT, ARTWORK, TYPOGRAPHY AND BINDING

9. General Considerations

Government publications should be as attractive as possible consistent with the function of each and within the limitations of departmental budgets. Format should help readers to find information quickly and interpret it easily.

When selecting printing process, layout, paper, typography, binding, colour and illustrations, the originator should consider:

- (a) the expected use of and demand for the publication;

- (b) the importance of the contribution the publication is expected to make to the related program or project;
- (c) whether the publication is to be sold or distributed free or both;
- (d) the expected life of the publication; and
- (e) whether national prestige is involved.

10. Colour

Colour can contribute to good print design but its cost must be weighed against its effectiveness. Lavish use of colour will not compensate for inadequate content. If layout is effective and typography good, variety in colour of ink and paper may be superfluous. In this guide black ink is considered a coloured ink.

The use of more than one colour of ink may be justified:

- (a) for educational and informational material;
- (b) when it will help to make text, charts, graphs or maps more readily understood;
- (c) in reproduction of works of fine art; or
- (d) to make saleable publications more attractive to prospective customers.

Before deciding to use inks of more than one colour, other techniques, such as the skilful use of tones of black and white or of coloured paper, should be considered.

The quality of paper used in a publication should be the lowest required to meet the objectives of the publication. If the space required for illustrations is 25% or less of the space for the text, the illustrations may be grouped to permit the use of lower-quality paper for the text.

11. Trim Size

The following page sizes can be cut without waste from standard Canadian paper stock and should be used for most publications:

<i>Description</i>	<i>Trim Page Size</i>
Pocket book	$4\frac{3}{8}'' \times 7\frac{1}{8}''$
Economy edition	$5\frac{1}{4}'' \times 7\frac{3}{4}''$
Regular edition	$5\frac{1}{2}'' \times 8\frac{1}{2}''$
Class non-fiction	$6'' \times 9''$
Deluxe edition	$6\frac{1}{2}'' \times 9\frac{1}{2}''$
"Catalogue" size	$8\frac{1}{4}'' \times 10\frac{3}{4}''$
Deluxe "catalogues"	$8\frac{3}{4}'' \times 11\frac{3}{4}$
Consumer magazine	$10'' \times 13''$

12. Typography

The use of a large number of type faces in government publications is impractical and uneconomical. A wide variety of effects can be obtained by using different fonts within a type face. The variety of type faces used in government publications should therefore be limited to those generally available to permit more competitive bidding and faster procurement.

In a case where both English and French editions are planned, provisions should be made to allow for the same number of lines of type in both editions. This may be done by providing more space between lines of the English edition (e.g. 10-point type on 12-point body, with French edition set as 10-point type on 10- or 11-point body).

The QP has undertaken to prepare and maintain a type catalogue illustrating the range of type faces and fonts recommended for composition of the following publications:

- (a) catalogues and checklists;
- (b) parliamentary and statutory documents; and
- (c) scientific,* educational and statistical publications.

Departments may, in consultation with the QP, choose from a wider variety of types for:

- (a) covers;
- (b) promotional publications;
- (c) proclamations and posters; and
- (d) presentation volumes (e.g., those presented to foreign dignitaries).

13. Binding

Binding in hard covers is expensive and not warranted for publications printed for free distribution. Hard covers may be appropriate for publications for sale and for copies for library exchange and presentation. In most cases, hard cover editions should be provided with a varnished dust jacket and approximately five per cent (5%) overprint of dust jackets should be supplied for replacement use.

Loose-leaf binders, which might otherwise be considered stationery items but which form an integral part of a publication, should be planned and procured in the same way as covers of case-bound books.

MARKETING

14. Cost-sharing Formula

The cost-sharing formula outlined in this guide makes the originating department responsible for the cost of preparation and composition; and makes the QP or another department responsible for the cost of single copies, depending on whether the copies are to be sold, or distributed free for program reasons, or to meet statutory requirements.

The cost-sharing formula is based on two principles:

- (a) Since the prime purpose of government publications is to advance departmental programs, development costs are a legitimate charge against these programs.
- (b) The QP publishing enterprise should be as self-supporting as possible, consistent with government policies.

15. Pricing for Sale

(1) Publisher's Price

The method for pricing government publications, given in Section I, para. 14, is designed to yield prices that will:

- (a) provide maximum recovery of costs without unduly diminishing sales;

* Publications of certain scientific disciplines require special type fonts for symbols, etc., which may be available only from specialized printers. If so, the tendering of the whole or part of the publication should be limited to these suppliers.

- (b) be consistent from department to department;
- (c) be the same for translated editions as for originals; and
- (d) apply to both periodic and non-periodic publications.

(2) Price Changes

If a publication is overstocked, the QP, in consultation with the originating department, may reduce the price, provided two years have elapsed since its date of issue.

16. Subsidization of Publication

If a department decides that for program reasons a desirable price would be lower than the price calculated in accordance with para. 14 of this Policy, it should subsidize the publication by paying the difference between the actual variable cost per copy and what the variable cost would have to be to obtain the desired lower selling price. Any discounts will then apply to this lower selling price.

17. Two Agents

Where a publication is sold by the QP and also by another department acting as sales agent, it should be sold at the same price from both sources.

PROCUREMENT & FOLLOW-UP

18. Cost Estimating

(1) First and Revised Editions

When a manuscript has been edited, it should normally be submitted to the QP with a request for a cost estimate, using a form prescribed by the QP for this purpose. On each request for estimate the originating department should indicate whether the publication is to be sold or distributed free.

Illustrations should be submitted to the QP with the manuscript unless they are not ready in time; in that case their number and size should be clearly indicated.

(2) Urgency

Where a publication is required with extreme urgency, the DPO should meet with the appropriate QP officer to obtain an immediate estimate for encumbrance purposes and to expedite processing of the manuscript.

(3) Price by Tender

If the estimate provided by the QP is acceptable to the originating department, the department will prepare a publishing requisition. If it is not acceptable, the department may require the QP to obtain prices by tender before giving authority to let a contract.

(4) Second and Subsequent Editions

(a) Where the format of a new edition is the same as that of a previous edition, the following formula can be used as a guide for estimating the financial encumbrance:

Estimated cost of new edition	Total cost (fixed and variable) of previous edition	press run x of new +5%
	Press run of previous edition	edition

(b) If the department requires only a reprint of an existing edition, without changes, and without any typesetting, the following formula can be used as a guide for estimating the financial encumbrance:

Estimated cost of a reprint	Total variable cost of previous edition	press run x of new +10%
	Press run of previous edition	edition

(c) If the format of a new edition is the same as that of a previous edition, but requires minor changes that would not call for a complete new typesetting, the formula given under (b), above, could be used by adding to the result any fixed cost requested by the department.

(5) *Publication in Series*

The originating department may estimate the cost of such a publication on the basis of an estimate obtained from the QP for a previous number in the series, provided a new estimate is obtained once a year.

19. Requisitioning

(1) *Requisitions*

Publishing requisitions should show estimates of cost and should be submitted on a form prescribed for this purpose by the QP.

The originating department should specify on the requisition:

- (a) the format required;
- (b) the estimated fixed cost of the publication;
- (c) the number and estimated variable cost of copies to be distributed free of charge by the department;
- (d) for a publication that is not for sale, the number and estimated variable cost of the copies allowed by the department for QP Free Distribution. (See Section I, paras. 66 and 67).
- (e) the required delivery date;
- (f) whether the publication is to be tabled in Parliament;
- (g) any restriction on release date; and
- (h) what other departments are interested in sharing in the original run of a publication and their requirements. (These other departments must also submit a requisition to QP for the desired number of copies.)

If a department wishes to use the mailing facilities of the QP to distribute a publication, it should specify the number of copies to be consigned to the QP.

(2) *Periodical and Other Serial Publications*

- (a) Publications issued in series should have common specifications with minor variations (e.g., variations in length of manuscript) and should, if possible, be requisitioned together on one publishing requisition in January for the coming fiscal year.
- (b) Preprinting of covers should be specified where possible.

(3) Departmental Preference for Suppliers

If a department has a preference for a particular supplier, it should so state on the requisition.

(4) Press Proofs

Press proofs should be requested only if the quality of the reproduction is vital to the success of a publication and if shipping deadlines permit proofs to be mailed to the originating department.

(5) Reprints

Reprints of articles from publications issued by organizations outside the public service of Canada may be ordered by departments directly from the publisher.

(6) Release Date for Publications

If a department does not wish a publication released immediately on completion, it should so advise the QP on the publishing requisition.

20. General Contracts

Under GCR the QP need not invite tenders if:

- (a) the need is one of pressing emergency in which delay would be injurious to the public interest; (The Deputy Minister of the originating department should decide where this emergency exists.)
- (b) there is only one available source of supply;
- (c) the estimated expenditure involved does not exceed \$15,000 and it appears to the QP (the contracting authority) that, in view of the nature of the purchase, it is not advisable to invite tenders; or
- (d) the contract is of a kind excepted by Treasury Board from tendering.

Wherever possible the QP should award one contract (a standing offer agreement) to cover a series of publications having common specifications within the series and being produced within one fiscal year.

When inviting tenders from a list of suppliers, the QP should include on the list the names of suppliers suggested by the originating department.

The QP should advise the originating department whenever the tendered cost of printing is likely to differ by 10 per cent or more from the amount authorized on a requisition.

The QP should forward to the originating department information copies of all contracts and delivery schedules.

21. Progress Billing

Advance and progress payments may be made in accordance with GCR.

22. Contacts with Suppliers

Before a departmental representative visits or receives a supplier of artwork or graphic arts services (under contract to the QP), he should notify the QP in advance so that the latter may have an opportunity to keep up to date on the progress of the work and be able to discuss other problems which may have arisen with that supplier.

23. Standing Offer Agreements

Standing offer agreements for artwork and graphic design should be instituted as follows:

- (a) At the request of the department and on its advice, the QP will call for tenders and negotiate the contracts.
- (b) The QP should negotiate in the name of the department but the department should be billed directly.
- (c) Tenders should be cost-rated on a per-hour basis and scaled according to the different levels of performance available within the company.
- (d) The contract should stipulate that typesetting shall be referred to the QP by the artist or graphic designer.
- (e) All jobs performed within the standing offer contract should be subject to a QP post audit, in consultation with the department.

Because it is often difficult to predetermine the length of time it will take to complete a given artistic assignment, the price quoted for such an assignment should not be taken as absolutely fixed, but rather as a guide.

Specifications should be completed by the department or the QP before a job is awarded within the terms of the standing offer agreement.

24. Scheduling of Publishing Production

Departments and the QP are jointly responsible for ensuring that delivery and distribution dates are met.

Departments should plan their publications production programs so as not to overload the QP at the beginning or end of a session of Parliament or at the end of a fiscal year.

For printing required before the end of a fiscal year, the complete manuscript, together with its publishing requisition, should be in the hands of the QP not later than January 15. When a contract has been placed, the QP should set up a publishing production schedule for the job in consultation with suppliers. This should include provision for progressive delivery of proofs, if considered necessary. The QP should send copies of all schedules to the DPO of the originating department.

In cases of urgency, if delivery schedules are in danger of not being met, the QP may advise, or departments may request, the use of overtime.

25. Invoicing

The QP should invoice the originating department for the variable cost of any copies required by the department for free distribution and for the total fixed cost.

REPRINTING

26. Replenishment of Stocks of Publications for Sale

When stock of a publication for sale reaches the re-order point, the QP should request the originating department's advice whether to reprint or await a new edition or revision. If no reply is received within a month, the QP should decide whether or not to reprint.

Stocks of previous editions, if not obsolete, should be used up before a new edition is printed. Neither the QP nor another department should reprint while total stocks are sufficient.

27. Photo-reproduction Archives

After a publication has been printed, the QP should store and index film positives and negatives and should not dispose of them without consulting the originating department. Original artwork should be returned to the originating department.

The QP should retain permanently two copies of every Canadian government publication for use in making reprints. These copies should be kept available for reprinting by photo-reproduction methods.

28. Storage of Standing Type (including letterpress, halftones, and line engravings)

Type may be stored at the request of the originating department, the QP or both:

- (a) if offset reproduction is not feasible; or
- (b) if reprinting is expected within a reasonable time (usually not more than a year) and it would be cheaper to store the type than to prepare for offset reproduction.

DISTRIBUTION AND DISPOSAL

29. Mailing

The QP's facilities should be used by departments unless it is impractical or uneconomical to do so.

The QP, in co-operation with all departments, should screen, review, and keep up-to-date, mailing lists for all QP catalogues, QP sales promotion material, checklists and QP free distribution. Departments should review and screen mailing lists for all other free distribution.

If a departmental mailing list is held by the QP, the department should arrange to screen the list in co-operation with the QP.

30. Selling

The QP may enter into agreements with departments, appointing them agents for the sale of publications.

The QP may enter into contracts with established booksellers for the sale of Government of Canada publications on consignment. Subject to GCR, the QP may enter into agreements with international governmental organizations, government-sponsored* research groups, or provincial governments, for the sale of official publications and related material**. Such publications or material will be obtained on a consignment or direct purchase basis, depending on the policy of such bodies.

Where, in the opinion of the QP, or the department, there is a possibility of a publication becoming a collector's item in the immediate future, sales to any one purchaser should be restricted.

*A "government-sponsored publication" is one produced with government financial assistance such as a grant-in-aid.

**"Related material" includes slides, records, maps, charts, or any other audio or visual aid that might be produced for use with a publication.

31. Sales Promotion

The QP in consultation with originating departments should determine the best means of promoting sales in Canada and abroad.

In order to make a publication, that is to be sold, more attractive by special format, deluxe editions, hard covers, etc., the QP may, in consultation with the originating department, authorize the use of and bear the cost (including any loss in net revenue) of special artwork, colour printing, paper, binding, and dust covers.

The QP may give press review copies of publications that are available for sale to bona fide news organizations free of charge.

The QP may, with the agreement of the originating department, use the inside front cover, back or other blank spaces in a publication to advertise other government publications.

32. Checklists and Catalogues

(1) Restricted Distribution

If an originating department desires to restrict the distribution of a publication intended for a specific purpose, it should direct the QP not to list this publication in checklists and catalogues.

(2) Departmental Catalogues

At the request and expense of a department, the QP should publish catalogues of the publications of that department separately from QP daily checklists or catalogues. This does not preclude the issuance by departments of supplemental lists of publications to promote their programs.

33. Departmental Free Distribution

A departmental publishing program may consist of:

- (a) complete free distribution of all copies of a publication as part of an approved program, including bulk shipments to other levels of government, schools, associations, or societies, and commercial or industrial enterprises;
- (b) free distribution of single copies in answer to specific requests for information; and
- (c) free distribution of a publication available for sale to persons and agencies on approved lists, including copies sent in exchange for publications on related subjects issued by other persons or institutions with whom the department has exchange agreements.

Departments should on request prepare reports of their free distribution for the Inter-departmental Advisory Committee on Government Publishing.

34. Disposal of Surplus Stocks of Publications for Sale

If, after two years from issue, a publication is no longer saleable or economical to store, even though it is not obsolete, a Board of Condemnation should be convened (See Section I, para. 68) to recommend that the balance of stocks should be:

- (a) returned to the originating department; or
- (b) offered free of charge to university and public libraries, the Dominion Archivist

and the External Aid Office; thirty days after the offer has been made, any remaining copies should be destroyed as waste paper.

With the approval of the Board of Condemnation, all copies of an obsolete publication may be disposed of as waste paper two years after issue.

SPECIAL PUBLICATIONS

35. Periodicals and Other Serial Publications

These are publications (not including staff magazines or annual reviews or reports) with the same format, subject field, specifications and purpose over a period of time, and in the case of periodicals, issued at regular intervals.

(1) Scheduling

- (a) In planning the publication of a periodical, departments should co-operate with the QP in setting up a schedule of printing and distribution dates.
- (b) Every effort should be made to issue English and French editions simultaneously.

(2) Format

- (a) Criteria for artwork, colour, typography, trim size and illustrations, beginning at article 9, above, should be applied. For preprinted covers, departments should apply the criteria for the total press run.
- (b) Self-mailers should be used whenever possible so that departments may benefit from reduced postage rates. When self-mailers are to be used, editors should allow space on back covers for the postal frank.
- (c) Departments should review the format of serial publications and periodicals at least once every three years to ensure that the purposes of the publication are being achieved and that high standards are being maintained.

(3) Publishing Requisitions

- (a) Publications issued in series should have common specifications with only minor variations, and they should, if possible, be requisitioned together on one publishing requisition. This requisition should be submitted to the QP in January of each year to cover the issues for the coming fiscal year.
- (b) Preprinting of covers should be specified wherever possible.

36. Annual Reports

(1) Content

- (a) An annual report required by statute should give a concise, factual account of the work of a department during one year.
- (b) No promotional material should be included because it tends to make an annual report double as a publicity piece. (See also article 37, para. 1, below)
- (c) Matters of purely local interest, administrative details or controversial discussions should be excluded.
- (d) Repetition of articles or passages printed in previous annual reports or other departmental documents should be avoided; so should quotations from non-government sources.

(2) *Format*

The following standards should apply:

- (a) text to be typewritten and reproduced by the most economical process available;
- (b) trim size to be standard 8½" × 11";
- (c) 40 M or equivalent paper stock to be used for body of reports;
- (d) covers to be of 130 M Mayfair antique finish cover stock or equivalent, as available from the Department of Defence Production;
- (e) reports to be side-wire stitched;
- (f) black ink only to be used, both in the body of reports and on covers;
- (g) no halftones to be used, but line drawings to be permitted; and
- (h) no tip-ins to be used.

Illustrations should be limited to maps, charts, diagrams and tables which, if included, should be no larger than double-page size.

Letters of transmittal should not be included unless required by statute, in which case they should be brief.

(3) *Translation and Release*

Each report should be published in both English and French. Every effort should be made to issue French and English editions of reports simultaneously.

(4) *Distribution*

Before printing, originating departments should consult with the QP to determine quantities required (including free distribution) and to obtain catalogue numbers.

37. Annual Reviews

(1) *Purpose*

Departments may publish annual reviews or progress reports intended for the general public or special groups in addition to statutory annual reports. Unlike statutory annual reports, these publications may be promotional in nature and should be designed for maximum impact on the reader.

An annual review should not be used as a substitute for a statutory annual report.

(2) *Format*

Annual reviews should be planned in accordance with the guidelines for normal publications. (See article 1 et seq.) They are not subject to the restrictions that apply to statutory annual reports.

38. Administrative Consolidation (Office)

These are compilations of material published originally in the Statutes of Canada, the Canada Gazette, or in other statutory documents. They contain explanatory notes and other matter for the guidance of persons using them.

(1) Preparation

They should be prepared by the department that administers the original statute. Copy must be approved by the Department of Justice before being sent to the QP with the requisition for printing and an indication of such approval should accompany the manuscript.

(2) Format

They should have the same format as the original document except that:

- (a) they should also contain a list of contents and a note stating that they are intended for administrative purposes only;
- (b) pocket-size editions may be issued, preferably by photographic reduction of the original document; and
- (c) covers may be used.

39. Staff Magazines

Strictly speaking, staff magazines are internal documents and do not fall within the scope of this Policy and Guide. However, because of their importance to departments, they have been included in the guidelines section. Newsletters which are directed to the public, and which only incidentally contain information about staff, are not included.

(1) Purpose

The purpose of a staff magazine is to keep employees informed about the policies and programs of their own departments and to foster good morale. Each department should have only one official staff magazine.

(2) Content

At least two-thirds of the content of a departmental staff magazine should consist of information about a department's policies, programs and activities. This portion of the magazine should always be published in both English and French.

(3) Responsibility for Publishing

Each department should decide where the functions of writing, editing and production shall be performed. It is recommended that these functions be directed by the DPO.

(4) Format

The standards described in articles 9 to 13, above, apply.

(5) Frequency

It is generally considered that departmental staff magazines, to be of value, should be published at least four times a year.

(6) Preprinting Covers

Departments should consider preprinting a year's supply of covers at one time.

APPENDIX A

SCHEDULES A AND B TO THE FINANCIAL ADMINISTRATION ACT

SCHEDULE A

Department of Agriculture
Department of Defence Production
Department of Energy, Mines and Resources
Department of External Affairs
Department of Finance
Department of Fisheries
Department of Forestry and Rural Development
Department of Indian Affairs and Northern Development
Department of Industry
Department of Insurance
Department of Justice
Department of Labour
Department of Manpower and Immigration
Department of National Defence
Department of National Health and Welfare
Department of National Revenue
Post Office Department
Department of Public Printing and Stationery
Department of Public Works
Department of the Registrar General
Department of the Secretary of State of Canada
Department of the Solicitor General
Department of the Trade and Commerce
Department of Transport
Treasury Board
Department of Veterans Affairs

SCHEDULE B

Agricultural Stabilization Board
Atomic Energy Control Board
Canadian Maritime Commission
Director of Soldier Settlement
The Director, The Veterans' Land Act
Dominion Coal Board
Economic Council of Canada
Fisheries Prices Support Board
Municipal Development and Loan Board
National Gallery of Canada
National Research Council
Unemployment Insurance Commission

APPENDIX B

THE INTERDEPARTMENTAL ADVISORY COMMITTEE ON GOVERNMENT PUBLISHING

1. This committee shall be composed of six regular members and a secretary appointed by the Treasury Board in January of each year as follows:
 - (a) One representative from the Treasury Board staff.
 - (b) One representative of the QP.
 - (c) One representative from the Department of Industry.
 - (d) One DPO from each of three other departments with publishing programs. Representation of departments on the committee shall be on a rotating basis. In the first year, one of the three appointments shall be for one year only. No department shall be represented on the committee for more than two years consecutively.
2. One observer from the Canadian Government Printing Bureau shall be invited to attend meetings.
3. The committee shall select its own chairman at its first meeting each calendar year.
4. The committee should meet at least quarterly.
5. The committee's responsibilities are as stated in Section I, para 9.

APPENDIX C

AUTHORS' RIGHTS AS RELATED TO COPYRIGHT

1. A government employee is required to report to his department all non-fictional writing or illustrations intended for publication outside his department, where the material relates to departmental programs, so that the department may determine whether to permit publication and whether to retain or waive ownership, depending on the:
 - (a) relationship of the material to the duties of the author's position, and
 - (b) departmental data, facilities and time (normal working hours) used.
2. For material that has not been published by the Q.P., the department may:
 - (a) waive ownership (for an individual document or a series), or retain ownership and award the author a share of the proceeds. In no case should the award be less than 25 per cent of the total net income from sales;
 - (b) assign rights to any other department having an interest in the material, or to a private publisher if it is in the national interest to do so; and
 - (c) enter into agreements on the payment to the Crown of royalties when rights have been assigned to a private publisher.

GLOSSARY

The terminology used in publishing is undergoing constant change as new techniques and processes are introduced. This glossary attempts to explain only the more commonly encountered terms used in publishing. It is presented to assist those using this Policy and Guide to understand unfamiliar terms and to provide a uniform meaning for these terms.

Advance Copy or Print – A copy of a book or other printed work issued before the regular edition; often intended for review.

Artwork – Original sketches and illustrations, drawings, and general ornamentation prepared by an artist in final form for reproduction. The term also includes any retouching done by an artist in preparing supplied illustrative material for onward transmission to the printer.

Author's Corrections – Any corrections or changes in original copy made by an author after type has been set, as distinct from corrections of a printer's mistakes. They modify the original copy and are charged to the customer.

Bibliography – Pertaining to information on the editions, dates, authorship, etc., of books and other writings; a list of sources of information on a given subject, or a list of the works of a given author or publisher.

Binding –

1. The covers and backing of a book.
2. The process of attaching backing and covers to a book.

Blueprinting – Photographic reproduction, usually of maps, charts or plans, in white on a blue background.

Case Bound Book – Book with board covers enclosed in cloth or other finishing material, the book and the covers being prepared separately.

Cold Type – A term used to distinguish varityper, IBM typewriter, Justowriter or ordinary typewritten composition from type composition in which molten metal is used to obtain the "master" from which printed material is produced. Cold type may be set by ordinary office equipment or by automatic and electronically controlled machines; it does not, however, include photographically composed material.

Composition – Setting and arranging of type into words, lines and sentences.

Consignment – An arrangement by which a bookseller undertakes to stock publications for sale on the understanding that the publisher pays only for those copies that are sold and that any copies not sold within a given period may be returned.

Copy – The content of a manuscript, including both text and illustrative material.

Copyright – Exclusive right to reproduce (by printing or otherwise) and sell any literary or artistic work during a specified period.

Cut — An etched or engraved printing plate for letterpress printing.

Depository Library — A library entitled by contract with the Government of Canada to receive automatically a free copy in English or in French, or in both, of any government publication that is not of a restricted or confidential nature. These libraries undertake to keep government publications available to the public at all times and may not destroy or otherwise dispose of them without the approval of the Q.P.

Die —

1. A metal plate or block engraved with letters or designs, used for embossing or stamping book covers, etc.
2. A sharp-edged device, usually made of steel rule and fashioned to any desired shape, for cutting out paper, cardboard, etc., on a printing press.

Dummy — A model of the book or pamphlet. A working dummy shows such details as the position of illustrations, wrap-round plates, tip-ins, changes in paper and dividing leaves. It is a guide to the printing office.

Duplicate — To reproduce material by using stencils, lithographic plates, etc.

Dust Jacket — See "Wrapper".

Editing — There are three forms of editing; all of them may be combined in the responsibilities of one person, or they may be performed by separate individuals. An awareness of the processes is important; they are:

1. *General Editing*. The setting of house editorial policy and provision of guidance to authors. General editing could include creative work such as writing or re-writing copy from author's notes, the writing of title pages, acknowledgements, introductions, prefaces and similar front matter.
2. *Copy Editing*. The review and marking of a manuscript so that it is in literal and literary form ready for publication. It includes ridding the manuscript of all usages which may hinder the reader; but the copy editor must be familiar with, and accept, new words as used by the author and familiar to his audience though they may not appear in a dictionary. "Usages" which hinder the reader include misspelled words, unintelligible abbreviations, missing or excessive punctuation, faulty syntax and meaningless headings. The copy editor acts as a watchdog for obvious errors presented as facts.
3. *Production Editing*. The marking of a manuscript with direct instructions to the printer on matters of typography and manufacture. The production editor may be required to cut copy to fit a predetermined space.

Edition — All the copies of a printed work printed and published at one time (or at different times if with exactly the same content and format as a previous impression); also refers to the format (as paper-cover, de luxe, etc.)

Electroplating — Electrolytic process by which a metallic covering is deposited on another metal or a mould.

Embossing —

1. Stamping or tooling to produce lettering or a design in relief on a plane surface such as paper, leather or cloth.
2. The raised surface obtained by stamping or tooling.

Endpapers — A pair of fly leaves at beginning and end of a book, one edge of a leaf of each pair being pasted to front and back cover.

Engraving —

1. The art or process of producing a design, by incision or corrosion, upon the surface of blocks of wood or plates of metal; or a printing block or plate produced in this way.
2. The art of taking an impression from an engraved plate or block; or the impression or print so taken.

Etching —

1. Process by which the printing surface of a zinc or halftone is produced. All parts but the necessary printing surface are "eaten" away or removed by acid.
2. The plate so produced.

Face —

1. The upper or printing surface of a type, zinc, halftone or other printing plate.
2. The style of a particular kind of printing type. Each style or type face customarily has a name.

Finished Rough — Prepared by the print designer or layout artist after general agreement with the client has been reached to demonstrate as closely as possible the appearance of the work when it is printed. Large areas of small type may be indicated by free-hand parallel lines but display type is drawn sufficiently accurately for it to be legible and for the type face used to be recognizable. Illustrations are roughly sketched.

Fixed Cost — That part of the cost of a government publication which includes preparation of text, artwork, print design, preparation of negatives and plates, typesetting, engraving, make-up and make-ready.

Folio — Sheet of paper folded only once; book made up of sheets so folded; a page number of a publication; a leaf in a manuscript.

Font — A complete range of type characters of the same size and face.

Footnote — Explanatory note at the foot of a printed page and keyed to the text by a specific mark.

Format — The size and shape of a book or other printed work.

Frontispiece — The illustration facing the title page and not included in the Table of Contents.

Galley — Long, shallow tray into which set or cast type is turned from a composing stick, linotype machine, etc.

Galley Proof — A proof taken while type is standing in a galley.

Graphic Arts — In its broadest sense, this term encompasses the fine and applied arts of representation, decoration and writing or printing on flat surfaces, together, with the techniques and crafts associated with each. For the purposes of this document, it

will be restricted to any means of preparing original artwork and illustrations for reproduction by printing.

Gravure (Intaglio) – Any process by which an illustration is printed from a design engraved or etched in a metal plate. The grooves or cells that form the design are filled with ink and the rest of the surface wiped clean. Includes art gravure, photogravure, rotogravure, etc.

Halftone –

1. The photographic process of reproducing illustrations by making relief plates on metal (usually copper or zinc) by using a screen to break up the entire surface of the plate into a series of small dots to simulate continuous tone.
2. An engraving made by the halftone process.

Hot Type – Type cast from molten metal, as in the linotype or monotype process, or type that is composed by hand.

Impression –

1. In publishing, the entire number of copies of a book, magazine, pamphlet, etc., printed for one issue, especially when printed without alterations; distinct from "Edition".
2. In printing, a printed copy made from type or plates.

Imprint –

1. The name and address of the publisher of a book or other printed work, often given at the foot of the title page (publisher's imprint).
2. A name put on printed matter to show who did the printing (printer's imprint).

Index –

1. An alphabetical listing of topics in a book, giving the numbers of the pages on which they appear; usually printed at the back of a book.
2. The preparation of such a list.

Insert – Piece of printed matter produced separately from the main body of a book or magazine and placed in proper position before binding. Usually pasted and then said to be "tipped-in".

Intaglio – See "Gravure".

Layout – A precise representation of the design giving detailed instructions on the size, kind and area of type, the treatment of headings, the position of illustrations, etc.

Letterpress – Method of printing from a raised, relief surface by means of type, electro-plates, stereotypes, rubber plates, etc.

Line Cut (Line Etching, Line Block) – A photoengraving made from a pen and ink or other suitable drawing, prepared without the screen that is employed in making a halftone. In a line cut all lines are reproduced as they appear in the original drawing.

Line Drawing – A drawing in ink or crayon from which a line cut is to be made.

Line Engraving – Engraving in which the effect is obtained by lines or combination of lines by direct incision of the engraver on the steel or a copper plate. A letterpress line engraving is a reproduction of a line drawing, in which the lines or printing areas are in relief, the non-printing areas being etched or routed away.

Linotype – A machine that automatically casts, from molten type metal, a line of type or “slug” from a line of matrices assembled from a magazine by an operator and then distributes the matrices back to the magazine for further use.

Lithography – A planographic process of printing.

Loose-Leaf – Sheet of paper trimmed on four sides which has holes punched in the back margin to permit insertion in a loose-leaf binder.

Make-Up – A general term for taking type from a galley, arranging it into pages, inserting cuts, and adding running heads, folios, footnotes, etc.

Make-Ready – Process of getting a printing form ready after it is on a press.

Manuscript – The handwritten, typewritten, or printed sheets and the drawings, or photographs and tabular material supplied to the editor, or to the printer for typesetting or plate-making; the manuscript is the vehicle.

Mock-up – This is basically an arrangement of the blank sheets of the same extent as the finished job, bound roughly in the same materials as will be used, and with only essential details sketched in. Mock-ups are only prepared on a “need to know” basis.

Monotype – A machine that casts and composes type characters singly, as distinct from the linotype in which a whole line of type is cast in one piece of metal (See “Slug”).

Negative – In photography and photo-engraving, the plate or glass, acetate metal or paper which bears an image or picture in reverse; that is, the lights and shadows and the relationship between left and right are the reverse of what they are in the original. The opposite of “Positive”.

Offset Printing – A planographic printing process. Ink carried by the positive is deposited in reverse on a rubber blanket and this impression is transferred or “offset” onto paper.

“O.K. to Print” – Mark put on a proof to signify that it is correct and ready to be printed.

Page Proof – A proof taken from composed type matter which has been made up into pages, in opposition to a “galley proof”.

Periodical – A publication issued at regular intervals and at least semi-annually which has the same format, type of editorial content, specifications and purpose over a period of time.

Photoengraving – Any engraving process in which photography plays an important part and by which an illustration plate, such as a zinc etching or halftone, is reproduced directly from copy.

Photo-Offset – Lithographic printing process in which the image or design to be reproduced is photographed and the resulting negative is used to produce a positive on a thin, sensitized metal plate by photographic means.

Photostat –

1. A camera designed to reproduce documents (as deeds for record), policies or drawings, on bromide paper.
2. The print so produced.

Plate – Glass or metal plate sensitized for photographic reproduction; any metal plate carrying reproductions used in printing; a printed illustration.

Positive – In photography and photo-engraving, the final or finished plate in which the image corresponds to the original picture or design as regards the position of lights and shadows and the relation of right to left. The opposite of “Negative”.

Preprint – A print made before regular publication; an advance copy.

Press Proof – A proof taken when type is on a press; usually taken for the purpose of showing the quality of the impression, colour and general appearance of a piece of printing rather than for revealing typographical imperfections.

Print –

1. A mark made by an impression.
2. An impression from type or plates.
3. Printed matter.

Print Design – The overall plan for translating the content of a manuscript into a physical presentation; including selection of type, determining layout and artistic embellishments, specifying the process of reproduction, specifying paper stock and binding and generally creating a unified whole from the many components.

Proof – In printing, an impression of type or plates taken to permit examination and correction of typographic or illustrative details by a reader.

Reprint –

1. A second or new impression or edition of any printed work, either from the original or different type, and in the same or a different style.
2. The act of printing again.

Retouching – Correction or alteration of a drawing, photograph or negative to emphasize important details or tone down unimportant ones.

Reverse printing – A printed image reversed from the original, as from black-on-white to white-on-black.

Revised Edition – A second or later edition of a book or other printed work in which alterations are incorporated to bring it up to date, to improve it, to correct errors, etc.

Revision – A corrected or altered version of a manuscript or of printed matter.

Run-around – A condition in which an illustration is cut into the text and type lines are run around it. The use of run-arounds increases the cost of type composition and is to be avoided on that account.

Scale – To measure photographs and other illustrations to determine their proportional enlargement or reduction in size for reproduction purposes.

Self-Cover (Integral Cover) – Cover printed on the same kind of paper as the body of a pamphlet or booklet.

Self-Mailer – Any piece of printed matter, such as a folder, which requires no envelope for mailing.

Serial or Series – A publication appearing in a succession of volumes.

Silk Screen Printing – Method of printing from stencils through a fine mesh of silk, metal or other material. The stencils may be made photographically or cut by hand and the free flowing ink is forced through the silk screen by a squeegee.

Slug – A line of type cast in one piece as in the linotype process.

Standing Type – Stored, composed type matter; type left undistributed when a job has been completed, because of the possibility of re-use.

Statutory – Required by act of Parliament or statute.

Steel Engraving –

1. The art or process of engraving designs on steel plates; a type of gravure.
2. An impression taken from such a plate.

Stereotype – A plate cast in type metal from a matrix or mould. This is the quickest way to make a duplicate block. It is satisfactory only for line work or coarse-screen halftones and the plainer kinds of type, as in printing of newspapers.

Style Sheet – Prepared to ensure continuity of style for publications in series, normally it comprises two or more composite pages made up of printed matter with instructions added regarding typesetting, margins, make-up, treatment of headings, etc.

Tip-in – See “Insert”.

Trim Size – Final size of a page, when rough or deckle edges have been cut off.

Type –

1. A small rectangular piece of metal having a letter or character set in relief at one end, used to reproduce the letter or character on paper or other material by the printing process.
2. To write with a typewriter or similar machine.

Type area – The printed area of a page.

Typesetting – See “Composition”.

Typography –

1. The act or art of composition and of printing from type.
2. Arrangement of composed type or the appearance of printed matter.
3. Process of printing from raised surfaces.

Variable Cost – That part of the cost of producing a government publication which covers press run, binding, and materials.

Variatype – A machine, similar to a typewriter, used for preparing copy for reproduction by offset lithography or mimeograph stencils. It is versatile, as many sizes and kinds of type faces may be used.

Visual – Rough free-hand sketch prepared by the typographer to give a broad impression of the finished work. Visuals are rarely done to an accurate scale and are deliberately left incomplete.

Wrapper – A detachable paper cover put on a book to protect its bindings; a dust jacket.

Zinco – A line block etched on zinc, or a coarse-screen halftone etched on zinc.



